BANGALORE WATER SUPPLY AND SEWERAGE BOARD

Name of the Work: **Consultancy for the work NABL Recognition of Physical, Chemical and Bacteriological Parameters to the existing Central water Testing Laboratory at High grounds.**

TECHNICAL BID DOCUMENT

(Through kppp portal only).

www.kppp.karnataka.gov.in

Office of The Executive Engineer
Bangalore Water Supply and Sewerage Board,
Quality Assurance Division,
1st Floor, Suvarna Bhavana,
18th Cross, Malleshwaram,
Bangalore-560012

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SECTION: 1– LETTER OF INVITATION (LOI)

BANGALORE WATER SUPPLY AND SEWERAGE BOARD
Office of the Executive Engineer (Quality Assurance) Division,
1st Floor, Suvarna Bhavana, 18th Cross, Malleshwaram, Bangalore-560012

No. BWSSB/ EQATE/PB/ 1223 /2023-24 Dt: 07-02-2024 .

INVITATION FOR SHORT TREM TENDER (IFT)
(Through GOK kppp portal platform www.kppp.Karnataka.gov.in)

Tenders are invited through GOK kppp portal platform www.kppp.Karnataka.gov.in by the Executive Engineer, Bangalore Water Supply and Sewerage Board, Quality Assurance Division, 1st Floor, Suvarna Bhavana, 18th cross, Malleshwaram, Bangalore-560012, Karnataka, India on behalf of the Chairman, BWSSB, Bangalore, for Consultancy for the work NABL Recognition of Physical, Chemical and Bacteriological Parameters to the existing Central water Testing Laboratory at High grounds.

Date and time for Tender Queries/Clarifications: 16-02-2024 upto 17.30 hrs.
Date and time for receipt of tender documents: 19-02-2024 upto 17.30 hrs.
Opening of Technical bids: 21-02-2024 at 12:00 hrs
Opening of Financial bids: 23-02-2024 at 12:00 hrs

Sl No	Name of the work	Security Amount	Tender processing fee	Type of consultancy contract	Time Period
1	Consultancy for the work NABL Recognition of Physical, Chemical and Bacteriological Parameters to the existing Central water Testing Laboratory at High grounds.	Rs.30,000.00	As per kppp portal	Lump sum contract	12 Months

Dear Sir:

Subject: Consultancy for the work NABL Recognition of Physical, Chemical and Bacteriological Parameters to the existing Central water Testing Laboratory at High grounds.

You are hereby invited to submit Technical and Financial proposals required for the above consultancy assignment, which could form the basis for future negotiations and ultimately a contract between your firm and Office of the Executive Engineer, Bangalore Water Supply and Sewerage Board, 1st Floor, Suvarna Bhavana, 18th Cross, Malleshwaram, Bangalore-560012.

(Name of the Client- herein after referred to as Client)

2. The purpose of the assignment is to[1]:

a) NABL Consultancy along with Documentation .
b) Training to staff
c) NABL Fees & Expenses

2.1 Eligibility Criteria:

a) Any individual Firm/agency, Company having suitable technical, financial and managerial capabilities are eligible to apply.

2.2. Qualification information:

A. Technical Qualification

1. The consultant should have carried out consultancy for getting NABL accreditation certificate as per ISO/IEC 17025:2017 specification to an extent of Rs.6,50,000/- during last five years 2018-19 to 2022-23. Documentary proof in the form of client certificate shall be submitted along with the bid.

2. The consultant should have successfully completed similar work of providing service to acquire NABL accreditation with respect to Microbilogical parameters and onsite surveillance of physical and chemical parameters. Documentary proof of having rendered consultancy services including the scope of work shall be produced along with the bid.

3. The consultant shall have resource persons in each of the discipline. Curriculum Vitae of the experts with experience in similar project shall be submitted along with the bid.

B. Financial Qualification.

1. The consultant should have a minimum annual financial turnover of Rs.14.00

2. Lakhs in any of the 2 years during the last 5 years (2018-19 to 2022-23). Documentary proof in the form of certificate issued by Charted Accountant along with relevant attested balance sheet for last 5 years shall be submitted.

3. The company should not be a loss making in last 5 years.

2.3. The tender comprises two-cover system of (i) Technical Bid and (ii) Financial Bid. The Technical bid containing details of their capability to undertake the tender and scope of service to be carried out, which will be opened first and financial bid contains Bill of quantities (BOQ), which will be opened only if the Consultant is found to be qualified to execute the tendered work. (The intending bidders shall furnish the relevant experience certificates duly signed by the competent authority not less than the rank of Executive Engineer)

2.4. Tender documents may be downloaded from Government of Karnataka Procurement website www.kppp.karnataka.gov.in under login for Contractors. Aspiring consultants who have not registered in e-procurement should register before participating through the website www.kppp.karnataka.gov.in

2.5. Consultant can access tender documents on the website, fill them and submit the completed tender document into electronic tender on the website www.kppp.karnataka.gov.in after submitting the EMD and tender processing fee in the form of e-payment. EMD will be refunded only after acceptance of successful bidder.

2.6. Consultants should attach all the Scanned copies of certificates pertaining to their eligibility criteria, qualification information documents, failing which the bid will not be considered. No physical documents shall be considered.

2.7. Any effort by the consultant to influence the client in the bid evaluation, bid comparison or contract award decision results in rejection of the consultants bid.

2.8. A successful tender will have to execute an agreement with The Bangalore Water Supply and Sewerage BWSSB within 7 days upon receipt of intimation along with Performance Security of 5% of the contract price for Project Management Consultancy and Quality assurance in the form of Bank Guarantee obtained from a Nationalized Bank / Scheduled Bank payable at Bangalore. The work shall be commenced with all earnestness within seven days from the date of issue of work order, failing which it would be presumed that he is not interested in the work and action will be taken to get the work executed through alternate agency.

2.9. Bangalore Water Supply and Sewerage Board reserve the right to accept / reject any or all tenders without assigning any reasons.

2.10. Corrigendum's / modifications / corrections, if any, will be published in the website only.

2.11. Further details of works for can be obtained in the Office of the Executive Engineer Quality Assurance Division, BWSSB, 1st Floor, Suvarna Bhavana, 18th Cross, Malleshwaram, Bangalore-560012 on all working days between 10:00 AM and 5:30 PM.

2.12. GOK Procurement portal www.kppp.karnataka.gov.infor registration and e-payment details contact Procurement Helpdesk at 080 – 22485867.

3. The following documents are to be enclosed to enable you to submit your proposal:

(a) Terms of Reference (TOR) – Annexure 1

(b) Supplementary Information for the including suggested formats for the submission of Technical and Financial Proposals – Annexure 2

(c) Form of Contract for Consultant's Services under which the Services will be performed. (Annexure 3)

4. In order to obtain first hand information on the assignment and local conditions, it is considered desirable that a representative of your firm visit the Client before the proposal is submitted. Your representative shall meet the following officials:

(Name, address, telephone number, fax number)

Office of the Executive Engineer
Bangalore Water Supply and Sewerage Board,
Quality Assurance Division, BWSSB,
1st Floor, Suvarna Bhavana, 18th Cross, Malleshwaram,
Bangalore-560012

.....

Please ensure that advance intimation regarding your visit is sent to enable them to make appropriate arrangements.

5. **Submission of Proposals:**

The proposals shall be submitted in two parts viz., "**Technical" and "Financial"** and should generally follow the Forms given in the "Supplementary Information to Consultants"

5.1 The **"Technical"** and **"Financial"** proposals must be up loaded in the e-Procurement portal.

You will provide detailed breakdown of costs and fees as follows:
- NABL Consultancy and Documentation charges.
- Charges towards providing training for the staff.
- Charges towards NABL fees & Expenses.

1 Give in brief the Objectives of the Assignment or give reference to the relevant paragraphs

of the TOR.

2. Delete if considered not necessary.

5.2 **Opening of Proposal**

The Technical bid will be opened first by the Client or his authorized representative in his office at 12.00 hours on in presence of such consultants or their authorized representative who may choose to be present. It may please be noted that the Financial bid of the eligible bidder will not be opened until evaluation of Technical Proposal has been completed and approved by competent authority.

6. **Evaluation of Proposals**

Evaluation will be made based on the evaluation of the Technical criteria and lowest bidder in the financial bids.

7. **Deciding the Award of Contract**

The successful bidder who meets the technical requirements being the lowest bidder
will be selected and awarded of the Contract.

8. Please note that the Client is not bound to select any of the firms submitting proposals.

9 It is estimated that about Fifteen Man-months of services will be required for this assignment and generally you should base your financial proposals on this figure. However, you should feel free to submit an alternative proposal on the basis of man-months considered necessary by you to undertake the assignment.

10 You are requested to hold your proposal valid for 90 days from the date of submission without change in the personnel proposed for the assignment and your proposed price. The Client will make its best efforts to select a consultant firm within this period.

3 Delete if considered not necessary
4 Delete if considered not necessary

11 Please note that the cost of preparing a proposal and of negotiating a contract including visits if any is not reimbursable as a direct cost of the assignment.

12 Assuming that the contract can be satisfactorily concluded in 12 months (month/ year) you should be expected to take up/commence the assignment in 12 months. (month/year).

13 We wish to remind you that any manufacturing or construction firm with which you might be associated with, will not be eligible to participate in bidding for any goods or works resulting from or

associated with the project of which this consulting assignment form a part.

14 Please note that if your firm does not have all the expertise for the assignment, there is no objection to your firm associating with another firm to enable a full range of expertise to be presented. However joint ventures between firms on the shortlist are not permitted except with the prior approval of Client. The request for a joint venture should be accompanied with full details of the proposed association.

15 An invitation to submit the proposals have also been sent to the following consultants:

.....
.....
.....

16. Please note that the remuneration which you receive from this assignment will be subject to normal tax liability as per rules. Kindly contact the concerned tax authorities for further information in this regard, if required.

17. We would appreciate if you inform us by Telex/Cable/E-mail/Facsimile.

(a) Your acknowledgement of the receipt of this letter of invitation, and
(b) Whether or not you will be submitting a proposal

Yours faithfully

The Client

-Sd/-

Office of the Executive Engineer
Bangalore Water Supply and Sewerage Board,
1st Floor, Suvarna Bhavana, 18th Cross,
Malleshwaram,
Bangalore-560012

Annexure:

1. Terms of Reference (TOR)
2. Supplementary Information to Consultants
3. Contract format under which Assignment will be performed

Annexure 1
TERMS OF REFERENCE (TOR)

1 Background:

BWSSB is desirous of engaging Consultancy for the work NABL Recognition of Physical, Chemical and Bacteriological Parameters to the existing Central water Testing Laboratory at High grounds..

The scope of work towards accreditation include the following.

I. NABL Consultancy along with Documentation:

Quality Manual , Quality System Procedure , Internal audit , MRM, Training plan & evaluation , Vendor evaluation , MRM meeting minutes derivation, Masterlist of Documents & Measurement uncertainty calculations , , Test report pattern finalise as per NABL norms , Preparation all forms and formats, Scope finalization , Log books update , intermediate checks of instruments update , Quality control checks plan and performance record , SOP preparation , method verification , method selection as per our requirement , application fill , PT results finalization , Masterlist of records , calibration report review , risk identification, improvement plan , use of symbol clarity given to staff , environmental record update , consumables verification Nonconformities resolving received from NABL

II. Training for the Staff

Training on NABL Awareness programme , Training on Measurement uncertainty , Training on laboratory quality management system & Internal auditor as per ISO/ IEC : 17025 , Glass ware calibration training , Technical training on test performance of chemical and microbiological parameters

III. NABL Fees & Expenses

NABL related all fees & Assessor Expenses

SPECIFIC RESPONSIBILITIES OF THE CONSULTANT

i) The consultant shall be fully responsible for collecting data and information from Government and other agencies. All information data and reports obtained from the Government and other agencies in the execution of the services shall be properly reviewed and analyzed by the consultant. The responsibility for the correctness of using such data shall rest with the consultant. All such information, data and report hall be treated as confidential.

ii) The consultant shall be responsible for arranging necessary office facilities, transportation, equipment supplies, surveys, investigations, testing, secretarial services and all other input required for the purpose of the services.

iii) The Consultant shall make his own arrangements for document reproduction, printing and reproduction of all study reports during the course of the study.

4. Schedule for the completion of the tasks

Time schedule:

Consultancy for the work NABL Recognition of Physical, Chemical and Bacteriological Parameters to the existing Central water Testing Laboratory at High grounds.is 12 months from the date of issue of Work Order.

5. Data, services, and facilities to be provided by the Client.

Liaison and Access

The BWSSB shall provide liaison with other Government agencies and Departments for the introduction of the Consultant. The consultant shall be given unhindered access to the relevant site in order to carry out the study.

The consultant can approach the Executive Engineer, Quality Assurance Division on any working days to visit the site and to identify the boundary, location of structures to be proposed and planning and collect any other document available.

5.1. Payments.

Sl No.	Payment Description	Payment process
i)	NABL Consultancy along with Documentation charges	100% after receipt of NABL certificate.
ii)	Charges towards providing training for the staff.	100% after completion
iii)	Charges towards NABL fees & Expenses.	100% after completion

5.2 Performance Security

The successful Consultant shall furnish performance security of 5% of the cost (fee) in the form of Bank guarantee and the same will be returned only after successful completion of the Assignment. Bank Guarantee shall be issued either by a nationalized bank /schedule bank payable at Bangalore.

If the Consultant fails to complete the work within scheduled period as stated above, the Delay damages will be levied at 0.05% of the contract per day, amount up to 10% of the Contract price.

6. Final outputs (i.e., Reports, drawings, etc.,) that will be required of the Consultant

6.1 NABL certification shall become the property of BWSSB, Consultant shall provide the originals copies of the same.

7. Composition of the Review Committee and review procedure to monitor Consultant's Work.

The task awarded to the Consultants will be revived by the following members of the committee on Weekly basis.

a). Executive Engineer (Quality Assurance).
b). Assistant Executive Engineer (Quality Assurance)-2.
c). Assistant Chemical Examiner

Annexure – 2.

SUPPLEMENTARY INFORMATION FOR THE CONSULTANTS

Proposals

1. Proposals should include the following information:

a) Technical Proposal.
(i) Technical proposal submission is form F-1.
(ii) A brief description of the firm/organization and an outline of recent experience on assignments/projects of similar nature executed during the last three years in the format given in Form F-2;
(iii) Any comments or suggestions of the Consultant on the TOR
(iv) A description of the manner in which Consultants would plan to execute the assignment, work-plan, time schedule in Form F-3 and approach or methodology proposed for carrying out the assignment;
(v) The composition of the team of personnel which the Consultant would propose to provide and the tasks which would be assigned to each team member in Form F-4;
(vi) Curricula Vitae of the individual key staff members to be assigned for the assignment and of the team leader who would be responsible for supervision of the team. The curricula Vitae should be in Form F-5 and signed by the concerned personnel.
(vii) The Consultant's comments, if any, on the data, services and facilities to be provided by the Client as indicated in the TOR.

(b) <u>Financial Proposals:</u>

The financial proposals should include the following:

(i) Financial Proposal submission in Form – 6

(ii) Cost Estimate of Services, List of Personnel and Schedule of Rates in Form - 7

2. Two copies of the Proposals should be submitted to the Client.

3. The Consultants should note that the Contract for this Assignment will be with the Client ---------- (Project Agency). Payments to the Consultants shall be made in accordance with the agreed payment schedule and incorporated in the Contract. The Client proposes the following payment[5] schedule for consideration of the Consultant.

FORM F – 1

FORM OF SUBMISSION OF TECHNICAL PROPOSAL

From: To

…… ……
……
…… …
……
…… …
……
…… …
……
…… …
……

(Name of Consultant) (Name of Client)

Sir:

Hiring of Consultancy Services for ……

Reference: RFP No. Your letter dated ……..

We herewith enclose Technical Proposals for the above assignment

We undertake that, in competing for (and, if award is made to us, in executing) the contract for the above assignment, we will strictly observe the laws against fraud and corruption in force in India, namely “Prevention of Corruption Act 1988”

Yours faithfully,

Signature:……

Name:……

Address:……

……

.....

(Authorized representative)

FORM F – 2

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST THREE YEARS

1. Brief description of the Firm/Organization

2. Outline of the recent experience on assignments of similar nature:

Sl. No	Name of assignment	Name of project	Client	Cost of assignment	Date of commence-ment	Date of completion	Was assignment satisfactorily completed
1	2	3	4	5	6	7	8

(Please attach certificates from the Client by way of documentary proof).

FORM – 3.

WORK PLAN TIME SCHEDULE.

A. Field Study:

Sl. No	Item	Week / Month wise program							
		1st	2nd	3rd	4th	5th	6th	7th	8th

B. A short Note on the Approach and Methodology outlining various steps for performing the Assignments

C. Completion and submission of Reports
1 Inception Report
2 Monthly Reports
3 Quarterly Reports
4 Draft Final Report
5 Final Report

D. Comments/Suggestions on Terms of Reference

E. Comments on the data, services and facilities to be provided by the Client.

6 The period should match with the period of completion of assignment as given in the TOR.
7 The Reports should match with that specified in the TOR.

FORM – 4.

COMPOSITION OF THE TEAM PERSONNEL, AND THE TASK ASSIGNED TO EACH

TEAM MEMBER.

1. Technical / Managerial Staff .

Sl. No	Name	Qualification	Position	Experience (in No. of Years)	Task Management.
1.					
2.					
3.					
4.					

2. Support Staff

Sl. No	Name	Qualification	Position	Experience (in No. of Years)	Task
1.					
2.					
3.					
4.					

C.V’s in the above format, of the personnel shall be submitted with signature.

FORM F - 5

SUGGESTED FORMAT OF CURRICULA VITAE

FOR MEMBERS OF CONSULTANT'S TEAM

1. Name: .....

2. Profession/

Present Designation: .....

3. Years with Firm/Organization: Nationality: .....

4. Area of Specialization: ----------

5. Proposed Position on Team: .....

6. Key Qualifications:
(Under this heading, give outline of staff member's experience and training most pertinent to assigned work on proposed team. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to half-a-page.)

7. Education:
(Under this heading, summarize college/university and other specialized education of staff member, giving names of schools/colleges, etc., dates attended and degrees obtained. Use up to a quarter page.)

8. Experience:
(Under this heading, list all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use up to three quarters of a page.)

9. Languages:
(Indicate proficiency in speaking, reading and writing of each language by 'excellent', 'good' or 'poor'.)

Signature of Staff Member Date:
……

Place……
…

FORM F – 6
FORM OF SUBMISSION OF FINANCIAL PROPOSAL

From:	To:
……	……
……	……
……	……
……	……
……	……
(Name of Consultant)	(Name of Client)

Sir:

Hiring of Consultancy Services for ……

Reference: RFP No. Your letter dated ……

We herewith enclose Financial Proposals for the above assignment

We undertake that, in competing for (and, if award is made to us, in executing) the contract for the above assignment, we will strictly observe the laws against fraud and corruption in force in India, namely “Prevention of Corruption Act 1988”

Yours faithfully,

Signature:……

Name:……

Address:……

……

.....
(Authorized representative)

FORM F – 7

COST ESTIMATE OF SERVICES, LIST OF PERSONNEL, SCHEDULE OF RATES

Sl.no.	Description	Amount
1.	NABL Consultancy along with Documentation	Rs.....
2.	Training for the Staff	Rs.....
3.	NABL Fees & Expenses	Rs.....

TOTAL (Figures and Words) ..... (Figures)

..... . (Words)

To include expenses for travel, local transportation, per diem, communications, report preparation costs, and other costs as may be necessary for the satisfactory implementation of the assignment.
It will range from 0 to 15% depending on the nature of the assignment and would be negotiated by the Client before finalization of Contract Price.

Annexure 3

CONTRACT FOR CONSULTING SERVICES

THIS CONTRACT ("Contract") is entered into this [insert starting date of assignment], by and between [insert Client's name] ("the Client") having its principal place of business at [insert Client's address], and [insert Consultant's name] ("the Consultant") having its principal office located at [insert Consultant's address].

WHEREAS, the Client wishes to have the Consultant performing the services hereinafter referred to, and
WHEREAS, the Consultant is willing to perform these services,
NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services:

(i) The Consultant shall perform the services specified in Attachment A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").

(ii) The Consultant shall provide the personnel listed in Attachment B, "Consultant's Personnel" to perform the Services.

(iii). The Consultant shall submit to the Client the reports in the form and within the time periods specified in Attachment C, "Consultant's Reporting Obligations".

2. Term:

The Consultant shall perform the Services during the period commencing [insert start date] and continuing through [insert completion date] or any other period as may be subsequently agreed by the parties in writing.

3. Payment:

A. Ceiling For Services rendered pursuant to Attachment A, the Client shall pay the Consultant an amount not to exceed [insert amount]. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.

B. Schedule of Payments

The Schedule of payments shall be as under[11]:

Sl No.	Payment Description	Payment process
i)	NABL Consultancy along with Documentation charges	100% after receipt of NABL certificate.
ii)	Charges towards providing training for the staff.	100% after completion
iii)	Charges towards NABL fees & Expenses.	100% after completion

Note: All payments shall be made on submission of pre-receipted invoices by the Consultant in duplicate for the respective stages.

D. Payment Conditions:

Payment shall be made in Indian Rupees, no later than 60 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in Clause 4.

4. Contract Administration:

A. Coordinator:

The Client designates Mr./Ms. ..... As Client's Coordinator; The Coordinator shall be responsible for the coordination of activities under the Contract, for acceptance and approval of the reports and other deliverables by the Client and for receiving and approving invoices for the payment.

B. Reports:

The Reports listed in Attachment C, "Consultant's Reporting Obligations" shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under Clause 3.

5. Performance Standards: The Consultants undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. Confidentiality: The Consultants shall not, during the term of the Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

7. Ownership of Material: Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultants for the Client under the Contract shall belong and remain the property of the Client. The Consultants may retain a copy of such documents and software; but shall not use them for purposes unrelated to this Contract without prior written approval of the Client.

8. Consultants not to be engaged in certain activities: The Consultants agree that during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultants, shall be disqualified from providing goods, works or services(other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

9. Insurance:

The Consultant will be responsible for appropriate insurance coverage. In this regard, the Consultant shall maintain workers compensation, employment liability insurance for their staff on the assignment. The Consultant shall also maintain comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity of obligation against all damages, costs, and charges and expenses for injury to any person or damage to any property arising out of, or in connection with the services which result from the fault of the Consultant or its staff. The Consultant shall provide the Client with certification thereof up on request.

10. Assignment: The Consultant shall not assign this Contract or to sub-contract any portion without the Client's prior written consent.

11. Law governing the Contract: The contract shall be governed by the Laws of India.

12. Indemnify the Client: The Consultant shall indemnify and hold harmless the Client against any and all claims, demands and/or judgements of any nature brought against the Client arising out of the Services by the Consultant and its staff under the Contract. The obligation under this Clause shall survive the termination of the Contract.

13. Taxes: The Consultant shall pay the taxes, duties, fees, levies and other impositions payable under the Applicable Law. The Client will perform such duties in this regard to the deduction of such tax as may be lawfully imposed. However Consultancy Service tax payable for providing this Consultancy Services shall be paid/reimbursed by the Client separately.

For the Client	**For the Consultants**
Signed by:	Signed by:
Name and designation	Name and designation
Date:	Date:
Place	Place:

List of Attachments to the Contract:

Attachment A: Description of Services
Attachment B: Consultants Personnel
Attachment C: Consultant’s reporting Obligations